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## CIVIL RIGHTS COMPLAINT FORM

The U. S. Department of Agriculture (USDA) , Bright From the Start and Youth Educational Services, Inc. respond to concerns and complaints involving all USDA programs and activities. **Anyone wishing to file a complaint may do so by writing a letter, submitting this form or providing verbal notice to the sponsor, USDA or Bright From the Start, DECAL in person or by telephone.**

To file a complaint of discrimination or harassment with the State of Georgia, write Civil Rights **Specialist, Bright From the Start, GA Department of Early Care and Learning, 2 Martin Luther King Jr. Dr. SE, Suite 670, East Tower, Atlanta, GA 30334, or call (404) 656-5957,**

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users).

When complaints are registered with the USDA or State of Georgia the appropriate agency will investigate the incident to see if there has been a misunderstanding or if some corrective action should be taken. Resolution may include education, mediation and/or other problem-solving opportunities. When complaints are returned to the sponsor, the sponsor will forward the complaint to Bright From the Start.

Please complete the following information:

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*Name of Complainant* \_\_\_\_\_ *Name of School or Organization* \_\_\_\_\_ *Date* \_\_\_\_\_

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*Address* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_ *Phone Number* \_\_\_\_\_

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**Specific Complaint:** Describe in detail the issues, decisions, actions, and/or events related to this complaint. Include what happened, when, where, to whom and what witnesses were present. (Use additional paper if necessary.)

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